

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV673

Company Name: Healthpoint Hospital

Company Type: Semi-Government



Job Position/Title:	Accountant	Academic Major:	Accounting
Salary Range:	15,000 – 18,000 AED	Years of Experience:	Fresh Graduate or with experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Day-to-day general book-keeping and billing activities. • Maintain the price list for all clients. • Prepare invoices after carefully applying negotiated rates/discounts. • Handle follow-up questions from clients and resolve any discrepancies. • Maintain the complete record of transactions made with all clients • Follow-up with clients for payments in a timely manner. • Prepare the periodic itemized statements of all the invoices and accounts receivables. • Processing appropriate bank transactions. • Preparation of financial statements		
Minimum Qualifications:	• Bachelors in Finance, Accounting, or Business Administration. • Fluency in English is a must. (Others are an advantage)		
No. of Positions Required:	5		
Job Close Date:	Open Until Filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

m.alhaddad@healthpoint.ae

JOB NAVIGATOR

Locating Your Career Path

